



**City of Fredericksburg Department of Social Services  
Board of Directors  
Meeting Minutes – October 13, 2016**

**Present for the meeting:** Kathy Anderson, Christen Gallik, Beth Girone, Bea Paolucci, and Mark Poth.

- I. **Call to Order:** Meeting called to order at 8:35 a.m.
- II. **Approval of Minutes:** Mark Poth made a motion to approve the minutes of August 11, 2016. Bea Paolucci seconded. Motion passed. All were in favor.
- III. **Director's Report:**
  - a. **Budget** – The finance report was presented and discussed. Ms. Gallik stated that City Council approved the purchasing of a new car to replace the Jeep that was deemed to be a safety hazard due to rusting of the under carriage.
  - b. **Performance Metrics** – Not available.
  - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed. (attached)
- IV. **Old Business: None to discuss.**
- V. **New Business:**
  - a. **Action Plan** – Ms. Gallik presented the Board with the Action Plan that was developed during the Leadership Team's work session held 9/27-9/29. The action plan will play a key role in moving forward and staying on task for the many initiatives the Leadership Team determined as priorities over the course of the next several months. The Leadership Team will be reviewing the status of the action items at each of their meetings and updating the plan as tasks are completed. The Leadership Team also added a Vision Statement and Core Values to the Agency's Mission Statement. A "roll-out" to staff is slated to occur at the next full staff meeting on November 16, 2016.
- VI. **Executive Session: None.**
- VII. **Items for Consent/Approval:**
  - a. Signature of Board Chair on "Approval to Hire" forms for two new employees - LaTaisha Hendricks, Family Services Specialist and Miranda Webster, Eligibility Worker.
  - b. Business Continuity Plan – Discussion was held around what the role of the Board would be for the plan. Ms. Gallik explained that the plan was more of a guideline for the Agency to follow in certain circumstances and that their role would be minimal in most instances. If any action was needed based on the plan, the Director will keep the Board

informed of the situation. Kathy Anderson made a motion to accept the plan. Mark Poth seconded the motion. All were in favor.

- c. Ms. Gallik shared information with the Board about the upcoming fundraising gala for the Child Advocacy Center and asked for their approval to sponsor a table on behalf of the agency. Motion to approve was made by Kathy Anderson and seconded by Mark Poth. All were in favor.

VIII. **Adjournment:** Motion was made by Kathy Anderson and seconded by Bea Paolucci to adjourn the meeting. All were in favor and the meeting adjourned at 9:29 a.m. The next meeting is scheduled for **December 8<sup>th</sup> at 8:30 a.m.**

Respectfully Submitted:

Beth Girone

Beth Girone, Assistant Director

12/8/16

Date

Bea Paolucci

Bea Paolucci, Chair

12/8/16

Date

**APPROVED**